

**From:** KDE Asset Management  
**Sent:** Thursday, October 17, 2002 10:51 AM  
**To:** KDE DAS Munis Finance Contacts  
**Subject:** Upcoming MUNIS Enhancements

- The 2002.02 MUNIS Maintenance Release recently applied to your system included several enhancements applicable to Fixed Assets:
  - Asset History By GL Account-(option K under Inquires and Reports of the Fixed Asset Menu.) The report provides detail of Fixed Asset journal entries posted to the General Ledger . This report should be used to verify the activity and balances between the Fixed Asset and General Ledger modules upon implementation and periodically throughout the year in preparation for Year-end reporting.
  - Default Acquisition Date Method -option was added to the Fixed Asset Parameter Table. The new option provides the capability to establish an asset acquisition date default based on either P.O, Invoice or Current Date when work file records are created (imported) from the Purchase Order Module.

Please note, when the default is set to Invoice or Current Date, the system is currently populating the Asset Depreciation First Year and Period in error (2nd screen of New Assets & General Maintenance or "C" of Fixed Asset Processing Menu.) The field is currently populated based on the Purchase Order date and the field needs to be manually updated to the corresponding Year/Period of the Invoice Date, before processing depreciation. Programs to correct this default error will be distributed upon receipt from MUNIS. Remember, this is only applicable to new purchased asset created from the Work File Maintenance menu (option "B" of Fixed Asset Processing Menu) and not the initial inventory.

NOTE: Assets records created upon importing from the Purchase Order Module will automatically be populated with the Purchase Order and Invoice related information for reference, inventory and auditing purposes. Whereas, purchased assets manually entered in the Fixed Asset module will require the user to manually populate each asset record with the related Purchase Order and Invoice related information. Such information will be utilized in future MUNIS enhancements as capability will be provided for Inquiry and Reporting of Assets by Purchase Order and Invoice related information. Districts have also found that the Purchase Order/Invoice information available on the asset records and reports facilitates the inventory process. E.G. While conducting inventory, an asset is located on the school's premise and efforts are required to determine the correct owner/location of the asset. Having the P.O. information available on the asset records and reports will facilitate the process of correcting the inventory.

KDE will continue to inform you of any issues associated with Asset Management.

Thanks,